



TOWN of BROOKLINE
Massachusetts

**FIRE DEPARTMENT
HEADQUARTERS
PUBLIC SAFETY BUILDING**

Keith Flaherty
Acting Chief of Operations

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Mr. Mel Kleckner
Town Administrator
Board of Selectmen
333 Washington Street
Brookline MA 02445-6853

January 3, 2017

Dear Mel,

On Tuesday, January 10th, I would like to ask the Board to extend a conditional offer of employment to Kyle Ward. The Board has already authorized his hiring in 2016 however Mr. Ward was activated in the National Guard. He will be able to attend the drill academy that will likely be held in early April.

Thank you,

Keith Flaherty
Acting Chief of Operations